

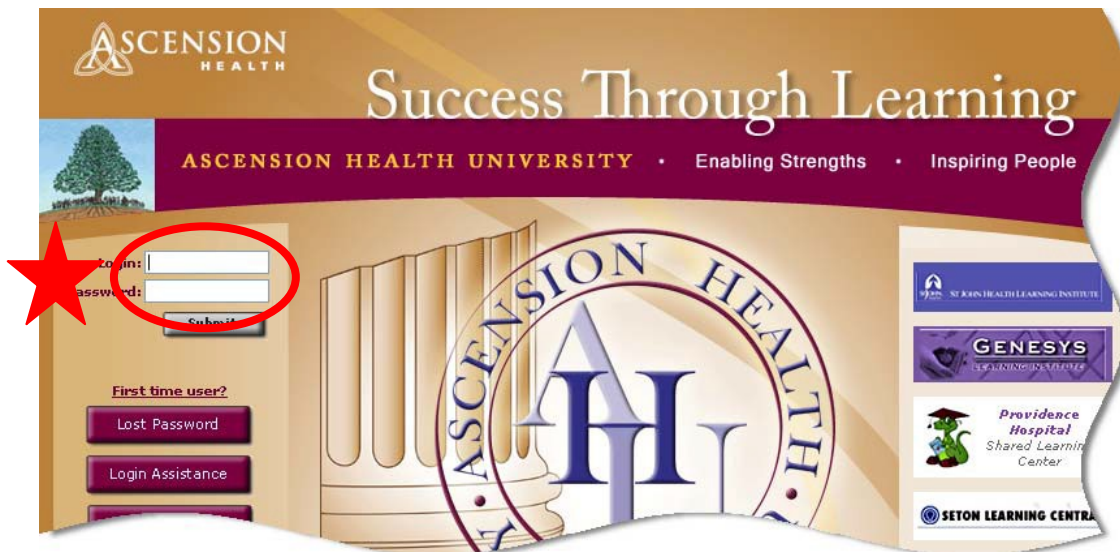


Using Seton Learning Central to Complete COMPASS Training

Seton Learning Central accounts for physicians are created as they become credentialed through Med Staff Services. If you do not know your Seton Learning Central username or password, call the Seton ServiceDesk at (512) 324-1675.

1) Access Seton Learning Central (SLC)

- Open Internet Explorer
- Type <http://seton.gradepoint.com> in your Internet Browser
- The Ascension Health University home page will open. Enter your SLC username and password and click on **Submit**.

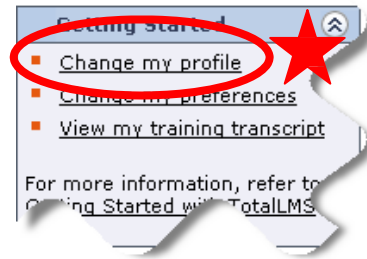
A screenshot of the Internet Explorer address bar. The text "Address" is on the left, and the URL "http://seton.gradepoint.com" is entered in the text box.

- Your Seton Learning Central home page will appear.



2. If this is your first time using SLC, you should now change the default password.

- Click on **Change my profile** on your SLC home page.



- The Profile window will pop up. Enter and confirm your new password.

A screenshot of the "Profile" window. At the top, there are two tabs: "Profile" (selected) and "Preferences". Below the tabs is a section titled "Security". It contains the text "Security role: AH - Learner (Ascension Corporate)" and "Username: ". Below this are two input fields: "Enter new password:" and "Confirm new password:". There are also some small icons and a "Save" button at the bottom left.

3. Access COMPASS training courses

- Locate your required training by typing the course code in the Search field (located on the left side of your screen).
- Click **Go**.

A screenshot of a search interface. It features a search box with the text "COMP-MU-Phys" entered. To the right of the search box is a "Go" button. Below the search box, there are links for "Advanced Search" and "Search Tips".

- If your required course is an online module, click **Start** to begin the course.

A screenshot of a course page. The title is "COMPASS for Physicians: Patient Charts & Results Viewing". At the top right, there are three buttons: "Start" (circled in red), "View Details", and "Other Actions". Below the title, there is a description: "Description: This introductory WBT module is intended for physicians with little or no experience using the COMPASS electronic medical record. the Patient ...". There are also categories, training organization, publish date, status, and cost information.

- If your required course will take place in a classroom, click **Register...**

A screenshot of a course page. The title is "Introduction to COMPASS for Medical Providers Course". At the top right, there are three buttons: "Register" (circled in red), "View Details", and "Other Actions". Below the title, there is a description: "Description: Introductory course for medical providers (MD, DO, APN, CRNA, CNM, PA, etc.) who need training to COMPASS. Entry (CPD) and Med...". There are also locations, training organization, publish date, status, and cost information.

- ... A listing of all available classes, dates, times and locations, will appear. Select the box to the left of the preferred classroom training. Click Submit.

To register, select your options. When you are done, click Submit or if payment is required, click Purchase.

 **ILT Course :** [Introduction to COMPASS for Medical Providers Course](#)

Facilities
Seton Administration Offices
Austin, TX

Required: 1

 **ILT Class :** [Introduction to COMPASS for Medical Providers Class](#)
Monday, February 20, 2012
1:00:00 PM CST - 5:00:00 PM CST

 **ILT Class :** [Introduction to COMPASS for Medical Providers Class](#)
Monday, February 27, 2012
1:00:00 PM CST - 5:00:00 PM CST

 **ILT Class :** [Introduction to COMPASS for Medical Providers Class](#)
Monday, March 05, 2012
1:00:00 PM CST - 5:00:00 PM CST

 **ILT Class :** [Introduction to COMPASS for Medical Providers Class](#)
Monday, March 12, 2012
1:00:00 PM CDT - 5:00:00 PM CDT

Locations, Facilities
SAO IS Training Room Suite 156, Seton Administration Offices
Austin, TX

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4. Logging Off SLC

- Click **Log Off** in the upper-right corner of the SLC home page.

